

Los Alamos

NATIONAL LABORATORY

memorandum

*FACILITIES, SECURITY and SAFEGUARDS
FSS-15, PERSONNEL and INFORMATION SECURITY*

To/MS: Master Management

*From/MS: Robert S. Vrooman, FSS-15, MS B236
William Barr, BUS-5, MS P274*

Phone/FAX: 7-5897/5-2919 / 7-5984/5-6202

Symbol: FSS-15-95RV-128A

Date: November 16, 1995

SUBJECT: SUBCONTRACTOR BADGE REQUEST(S)

As a result of a continuous quality improvement effort, we have eliminated the BUS contract administrators (buyers) from the badge request process unless, of course, the buyer is the requester. The technical host of subcontract employees should now send the Technical Area Badge Request, Form 917, dated 9/94 directly to the badge office. The Badge Office will validate all necessary clearance and approval information from existing security data bases. The technical host should sign in the Contract Administrator / Buyer Block of form 917. We hope this will make the process more efficient.

The Badge Office will be better able to serve you if you remember, when filling out form 917, to be sure to provide correct contract number and its alpha suffix, if applicable, as well as the expiration date for that specific contract.

Please remember that a FOCI (Foreign Ownership, Control or Influence) determination is needed for a subcontractor requiring a security clearance. The BUS buyer will notify the technical host when this is granted.

Form 917 is available on-line. CIC-13 can assist in accessing all on-line forms.

The above change will not affect HR-staffing; they will continue to process badge requests for their contract personnel.

If you have any questions regarding this process, please contact the badge office at 7-6901. Questions regarding FOCI should be referred to your BUS buyer or FSS-15 at 5-1624.

RSV:BM:lj